Providing Resources in Education with Parents
PREP is a great bridge between
Home and college, providing a Christian
environment with high academic expectations

Providing Resources in Education with Parents

Parent User Manual

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Welcome

Welcome to the PREP Parents' Registration Manual. This manual is designed to help you understand our registration system and make registering for classes as easy as possible. If you have any questions, please feel free to contact us.

Registration

Parent Registration

New Parents can register by clicking the register now button on the home page of our site at http://www.whheprep.org/ (See Figure #1).

PREP
West Houston Home Educators
Providing Resources in Education with Parents
Home
About US
Overview
FAQ
Register Now!
Our Locations
Contact Us
User Login
Username
Password
Forgot Password?
Login
Click here to see important 07-08 calendar dates
Whether your family is in search of academically challenging courses for Jr. High and High School students or elementary enrichment, PREP can fill that need
What's New at PREP ?
The PREP Class Schedule and class descriptions for 2007 - 2008 are now available.
To see an overview of the program and the 2007-2008 PREP Class Schedule click here
More News

Figure 1 – Register Now

Clicking Register Now in Figure #1 will take you to:

1) Parent Registration Step #1 – Read this page and click Next at the bottom to continue.
2) Parent Registration Step #2 – Complete the form and click submit. Note that * are required fields. See figure #2

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Figure 2 - Registration Step #2

3) A verification code will be sent to your email address. Please check your inbox and click the link to continue.
4) You will now be able to log in with your username and password.

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Log In

Enter your username and password at registration into the box on the front page. See figure #3.

Figure 3 - Log In Box

Forgot Password

If you forgot your password, please click the forgot password link shown in figure #4. Then enter your e-mail address in figure #4 and a new temporary password will be e-mailed to you.

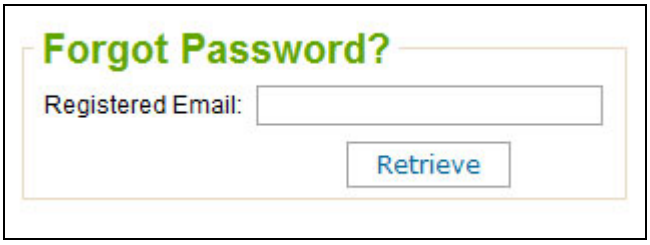

Figure 4 - Forgot Password Link

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Parent Control Center

After logging into the PREP Website, you will see the main control center for the Parent Management System. Here are all the features used to register, enroll, and manage your child's/children's registration with PREP.

My Account

After logging into the web site (http://www.whheprep.org), you will automatically arrive at the My Account page (See figure #5).

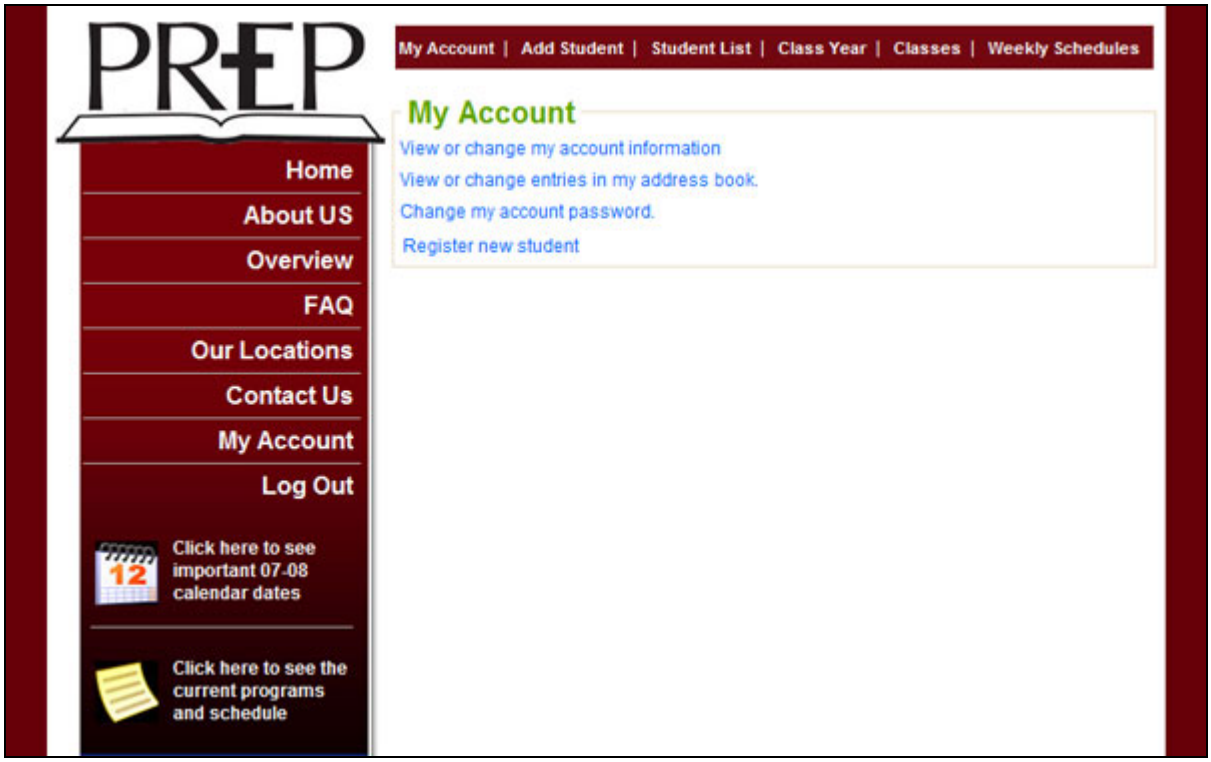
PREP
My Account | Add Student | Student List | Class Year | Classes | Weekly Schedules
My Account
View or change my account information
View or change entries in my address book.
Change my account password.
Register new student
Home
About US
Overview
FAQ
Our Locations
Contact Us
My Account
Log Out
Click here to see important 07-08 calendar dates
Click here to see the current programs and schedule

Figure 5 - My Account

View or Change Account Information – Here you can update your account registration information

View or Change Entries in my address Book – Here you can update your mailing address.

Change my account password – Here you can change your account password.

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Add Student / Register New Student

This is where you would add a student to your account that you would register for classes. See figure #6 for information that is required.

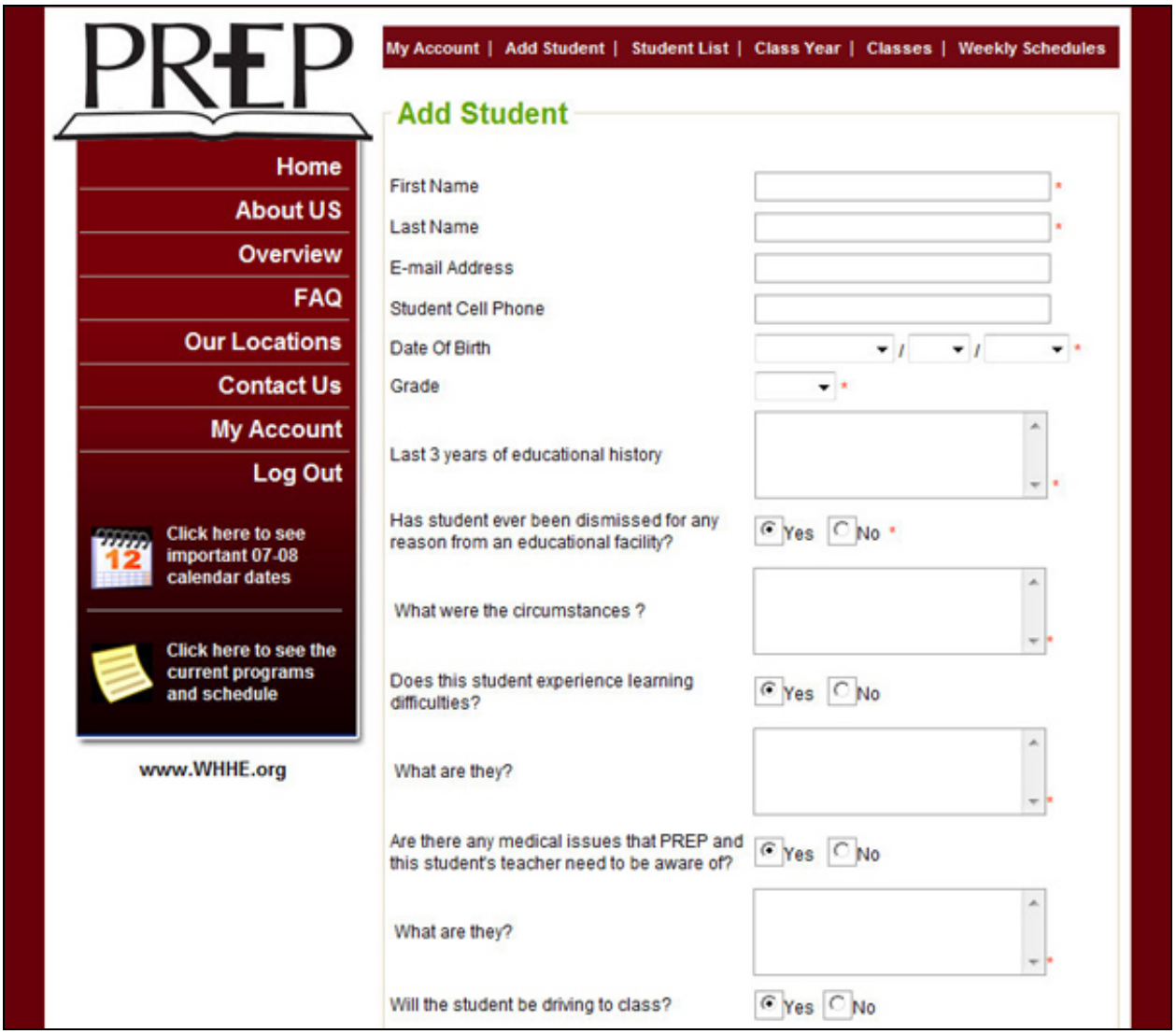

Figure 6 - Register a Student

At the bottom of this page is a list of paperwork that is required for registration. Please download, read, and submit them as required to complete enrollment of your children.

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Student List

Each student that you register will be added to the student list (see figure #7).

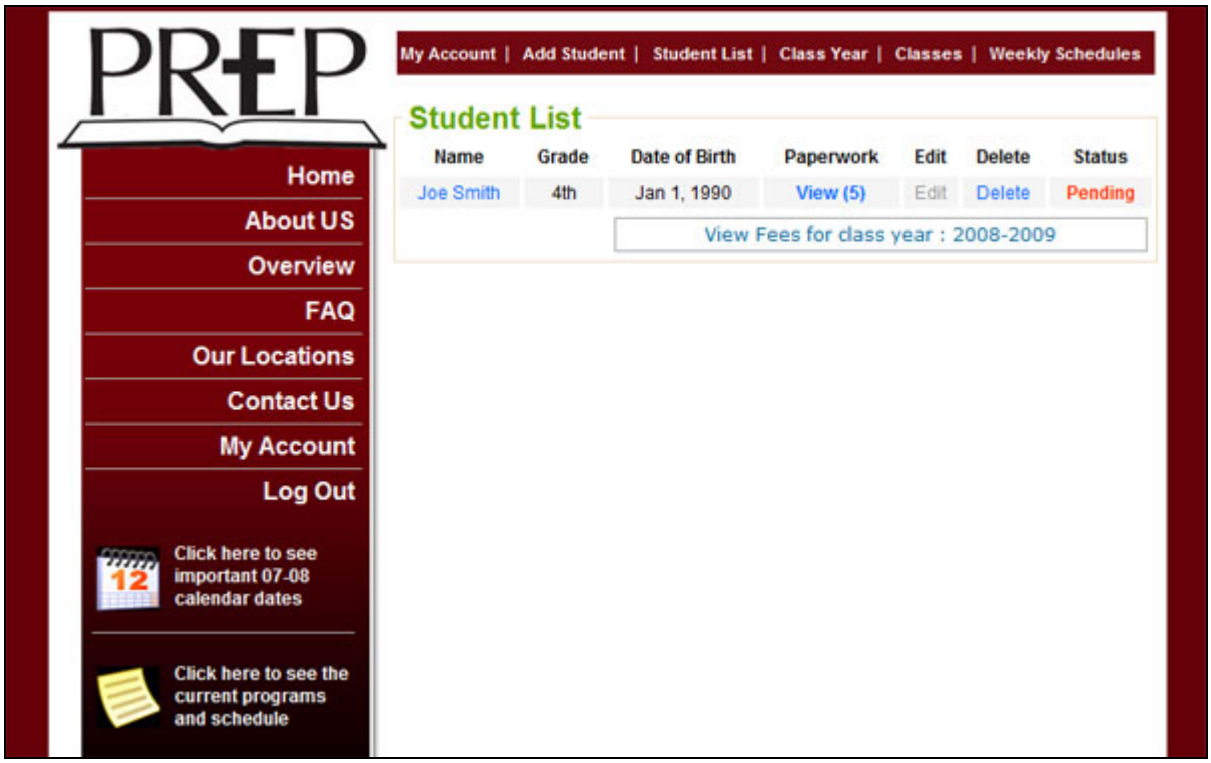

Figure 7 - Student List

Key features here are the Paperwork, Edit, and Status:

Paperwork – Here is the list of paperwork required for registering your student. You can download and upload certain documents; however some documents require notarization and originals sent to PREP.

Edit – Allows you to edit the information associated with your application.

Status – Pending means that Paperwork and Fees are due; Registered means all qualifications for classes are met.

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Class Year

On the Class Year selection, you will see a list of classes along with their registration status. There are two types of registration status: Available and View Only. Available, as seen in figure #8, means that the classes are open for online registration and View Only means that only the schedule is viewable online. You may still be able to register for Class Years in View Only mode by contacting an administrator.

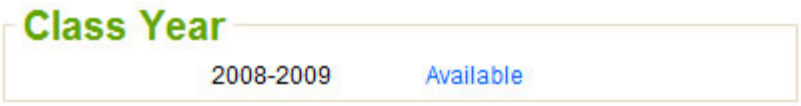

Figure 8 - Class Year

Class Schedule

Clicking on the Class Year Selection for 2008-2009, you will see a list of available classes for that Class Year (See figure #9).

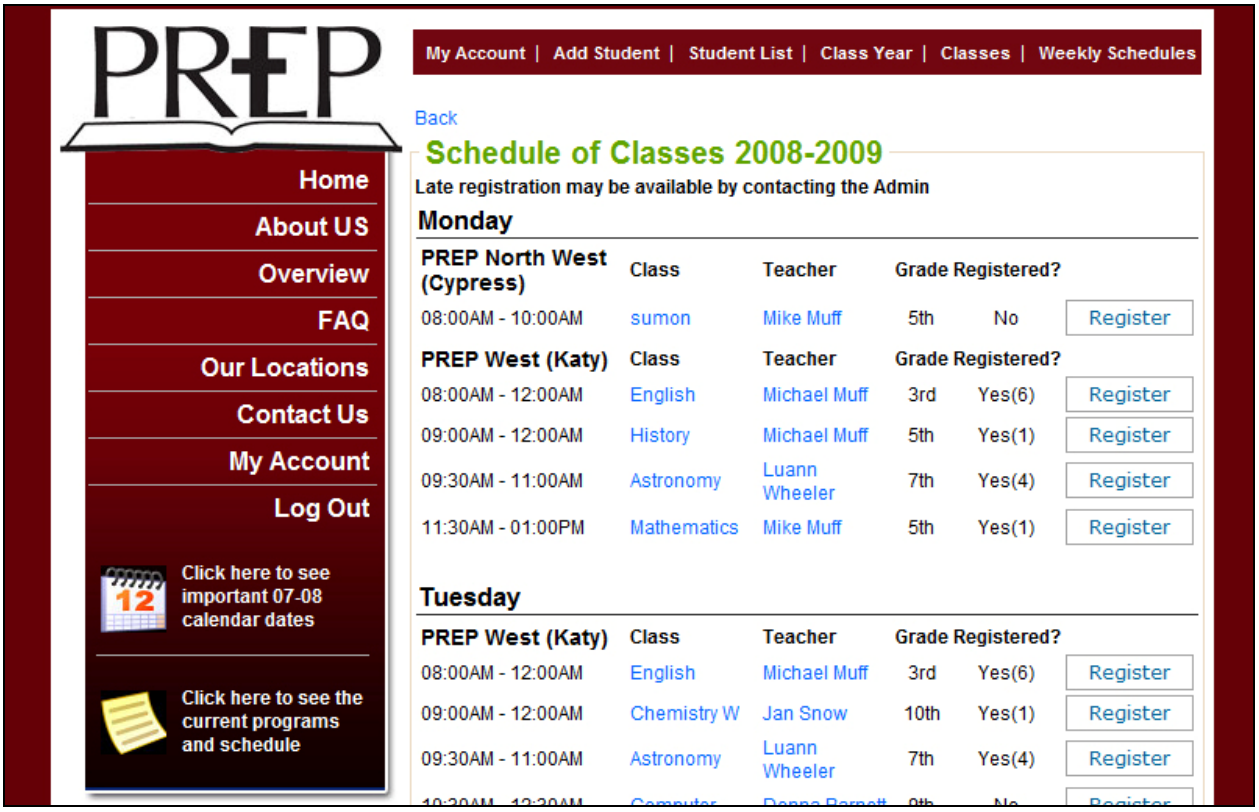
PREP
My Account | Add Student | Student List | Class Year | Classes | Weekly Schedules
Back
Schedule of Classes 2008-2009
Late registration may be available by contacting the Admin
Home
About US
Overview
FAQ
Our Locations
Contact Us
My Account
Log Out
Click here to see important 07-08 calendar dates
Click here to see the current programs and schedule
Monday
PREP North West (Cypress) | Class | Teacher | Grade Registered?
08:00AM - 10:00AM | sumon | Mike Muff | 5th | No | Register
PREP West (Katy) | Class | Teacher | Grade Registered?
08:00AM - 12:00AM | English | Michael Muff | 3rd | Yes(6) | Register
09:00AM - 12:00AM | History | Michael Muff | 5th | Yes(1) | Register
09:30AM - 11:00AM | Astronomy | Luann Wheeler | 7th | Yes(4) | Register
11:30AM - 01:00PM | Mathematics | Mike Muff | 5th | Yes(1) | Register
Tuesday
PREP West (Katy) | Class | Teacher | Grade Registered?
08:00AM - 12:00AM | English | Michael Muff | 3rd | Yes(6) | Register
09:00AM - 12:00AM | Chemistry W | Jan Snow | 10th | Yes(1) | Register
09:30AM - 11:00AM | Astronomy | Luann Wheeler | 7th | Yes(4) | Register

Figure 9 - Class Schedule

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Each class shows what campus, class name, teacher, grade(s) and whether or not any of your students are registered. Next to each class is a Register link, so you can register your students for this class.

Registering for Classes

To register your students for class, click the Apply button in figure #9. You will see figure #10, which includes a class description, teacher, location and a drop down box populated with a list of your students that you have added to the site. Select the student, then review the paperwork required at the bottom, see figure #11, and click Submit to register.

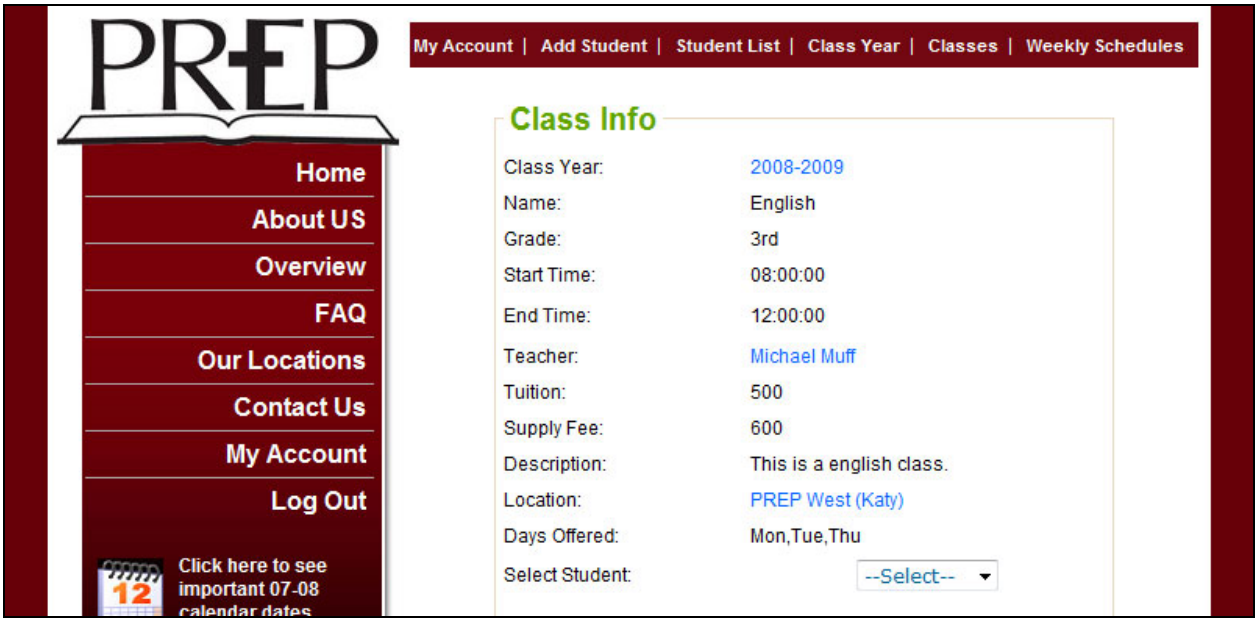

Figure 10 - Class Registration

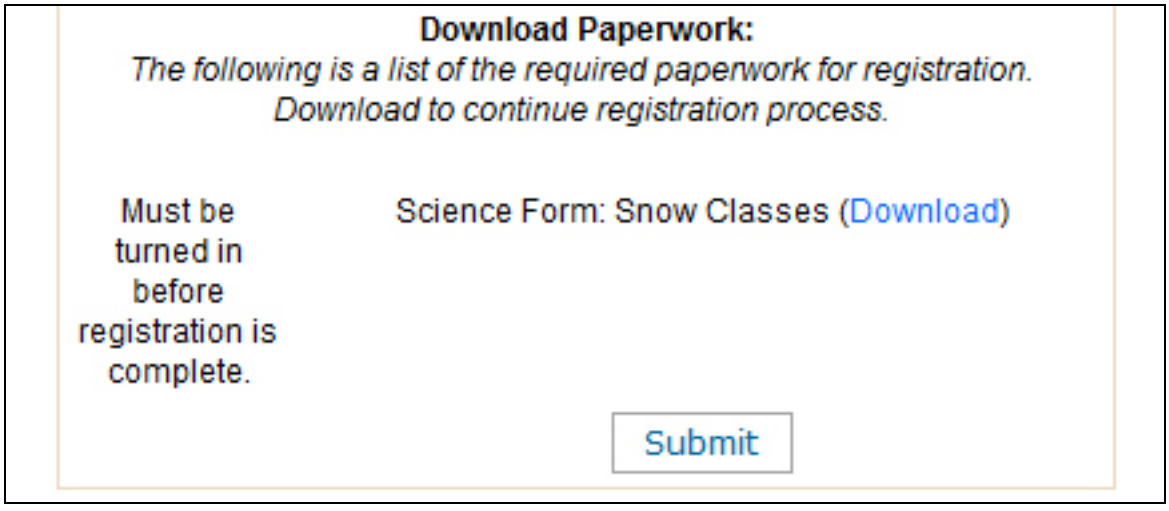
Download Paperwork:
The following is a list of the required paperwork for registration.
Download to continue registration process.
Must be turned in before registration is complete.
Science Form: Snow Classes (Download)
Submit

Figure 11 - Paperwork Download

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Once you submit the registration, you will get a confirmation that registration is complete. You will then need to complete the paperwork and return it to the PREP Administrator.

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Classes Link

Figure #12 shows the list of classes for each of your students, registered for the calendar year selected from the dropdown, accessible by clicking on the classes' link.

Figure 12 - Classes

Weekly Schedules

Click the link Weekly Schedules and then;

1) Select the Class Year
2) Select the Student
3) Click Submit.

You will get a list of classes that each student is registered for. Classes that are pending will not be included. See figure #13 for an example.

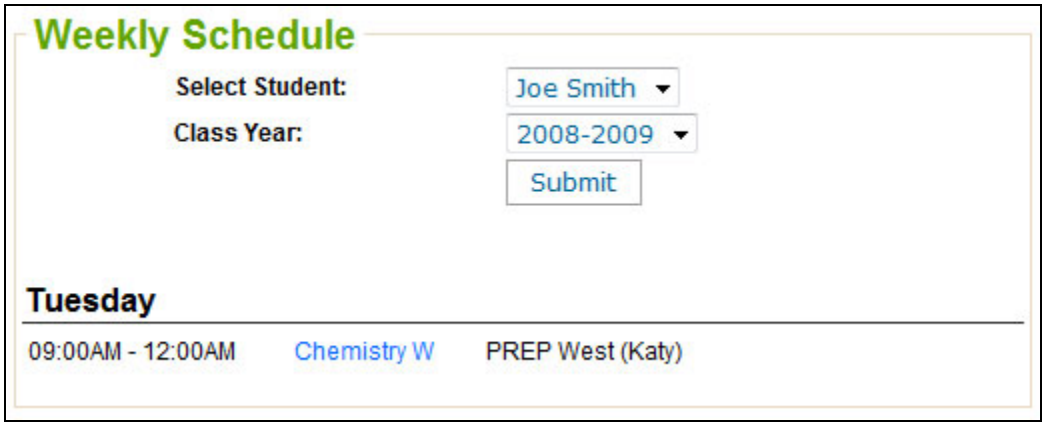

Figure 13 - Weekly Schedule

Frequently Asked Questions:

1) Question:
   Answer:

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